

This checklist quiz will walk you through the basic setup for your Canvas course



Content: Content has been uploaded in Files, Pages, or Media Gallery and made available to students. It has also been communicated how students should access the content (for example, Modules organized by unit, course timeline, or subject)



Assignments: Assignments like essays, group projects, website projects, media projects, and any other forms of assessments have been created with due dates and dates of availability (even if they are placeholders)



Quizzes: Quizzes and or Exams have been generated and placed in the current course structure (Modules, or Course Menu). Graded quiz types display in the Syllabus, Gradebook, Calendar, and To Do Lists.



Navigation: Navigation of the course has been communicated to students and is easy and clear to follow intuitively. For Example, removing any tools you are not using from the navigation bar, labeling modules accurately, and outlining the flow of content.



Access: All content has been checked for desired availability and the course has been published.



Bonus! Welcome Announcement: A welcome announcement has been sent or scheduled to send after the course is published so students are aware the course is available and they can start exploring the available content.